Approved For Release 2002/03/02 CIA-RDP78-05538A000300040044-7

17 Pebruary 1955

MEMORANDUM FOR: Deputy Director (Support)

THROUGH

: Comptroller 5/ERS

SUBJECT

: Liquidation of Advances to Agency Personnel

25X1A

- 1. Reference is made to recent discussions with Mr. Lloyd and regarding handling of cases wherein Agency personnel are unable to refund unused portions of advances and request approval of liquidation by installment payments.
- 2. Attached is a draft of a proposed Finance Division Operating Procedure which I believe will provide the approach and documentation to these cases agreed upon during our discussion.
- 3. Since we propose to furnish information copies of this release to all major components in order that they may be advised regarding the handling of these cases, your review and comments prior to its publication and release will be appreciated.

Chief, Finance Division

Attachment

FD/LEB:mct